



# LORENDEN

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## Parents' Handbook: Contact Information and How to Keep in Touch

### **LORENDEN SCHOOL COMMITTEE**

Chair: Mr R Boyd

Clerk, Company Secretary and Bursar: Mr A C Collings

School Secretary: Mrs M Sheaves

### **SENIOR LEADERSHIP TEAM**

Mrs K Uttley:	Head
Mrs H Brown:	Deputy Head
Mrs L Carroll:	Head of the Early Years
Mr A Collings	Bursar

### **TEACHING STAFF**

Miss J Wilton:	Nursery; Art and DT Co-ordinator
Mrs J Ogilvie:	Year 1; Science Co-ordinator
Mrs A Church:	Reception / Year 1
Mrs E Carroll:	Reception; Head of Early Years
Mrs N Harris:	Year 5; Maths Co-ordinator
Mrs C Wells:	Year 2; Geography and RE Co-ordinator
Mr L Taylor:	Year 2; History Co-ordinator
Mrs H Brown:	Deputy Head, Year 4
Mrs K Stead:	Year 3; English Coordinator (maternity leave)
Mr M Norton:	Year 6; ICT Coordinator
Madame F Zadi:	French
Miss V Champion:	Pre Prep Music and Violin
Mrs H Brookes:	Prep Music
Mr J Waitt:	PE & Boys' Games
Mrs E Cornell:	Head of Games; Girls' Games
Mrs F Johnson:	SEN Teacher

### **TEACHING ASSISTANTS**

Mrs K Jordan  
Mrs J Lally  
Mrs A Clark  
Mrs R Wilson  
Mrs N Hughes  
Mrs Hennessy

### **PERIPATETIC TEACHERS**

Mrs K Collins:	Piano
Mrs J Dixon:	Piano and Recorder
Miss L Drelaud:	Singing
Mr J Jewsbury:	Guitar
Mrs G Taylor:	Speech & Drama
Mrs H Francis-Wright:	Flute

### **ANCILLARY STAFF**

Mrs C Wiggins:	Housekeeper
Mrs H Burgess:	Assistant Housekeeper
Mr D Bird:	Site Manager
Mrs J Samuel	After School Supervisor
Mr S Comerford	Gardener and Assistant to Site Manager

### **HOW TO GET IN TOUCH WITH US**

#### **CONTACT THE CHAIR OF LORENDEN SCHOOL COMMITTEE:**

Mr Robert Boyd Howell  
Maitlands Farm  
Woodside Green  
Lenham  
ME17 2ES                      Tel: 01795 886458

#### **CONTACT THE CHAIR OF GOVERNORS OF KENT COLLEGE:**

Mrs Lorna Cocking  
Kent College  
Whitstable Road  
Canterbury  
CT2 9DT Tel: 01227 763231

#### **CONTACT THE HEAD:**

Mrs Kathy Uttley  
Tel: 01795 590030  
Email: [head@lorenden.org](mailto:head@lorenden.org)

#### **CONTACT THE SCHOOL SECRETARY:**

Mrs Margriet Sheaves  
Tel: 01795 590030  
Email: [office@lorenden.org](mailto:office@lorenden.org)

#### **CONTACT THE BURSAR:**

Mr Andrew Collings  
Tel: 01795 590030  
Email: [bursar@lorenden.org](mailto:bursar@lorenden.org)

#### **FRIENDS OF LORENDEN:**

The Chair:                      Mrs Bishop (*can be contacted through Mrs Sheaves*)  
Second hand Uniform Shop:      Mrs Val Martin (Year 4 parent)

#### **EMAIL ADDRESSES**

Email addresses for school staff are surname followed by initial of first name @lorenden.org

e.g. to contact Mrs Brown use [brownh@lorenden.org](mailto:brownh@lorenden.org) Please note that Mrs Carroll's first initial is e, not l.

Please use the following generic email addresses for the Head, Bursar and Secretary:

[head@lorenden.org](mailto:head@lorenden.org)

[bursar@lorenden.org](mailto:bursar@lorenden.org)

[office@lorenden.org](mailto:office@lorenden.org)

Please do use these staff emails wisely as any time that teachers spend on their computers is time away from the children. Please note also that teachers are asked to answer emails after 5:00pm or before 8:00am. Urgent messages should always go to Mrs Sheaves, the School Secretary so that they can be dealt with immediately.

### **THE HEAD**

Most mornings between 8.00am and 8.20am the Head is available at the school gate or in her office to answer any queries. Most worries or concerns can be sorted out at this time.

### **APPOINTMENTS WITH STAFF**

There are Parents' Consultation Evenings during the Autumn and Spring Terms however parents can, of course, meet with staff as necessary. The best way to arrange a meeting is by contacting Mrs Sheaves for an appointment or by asking the Head at the gate in the morning; appointments can then be made for the end of the day.

We prefer meetings between staff and parents to be at the end of the school day as before the start of school staff are busy preparing for lessons at the time or are already supervising children.

### **HOW WE KEEP IN TOUCH WITH YOU**

#### **MEET THE GOVERNORS, HEAD AND TEACHERS**

At the beginning of the Autumn Term you are invited to come into school to meet your child's teacher for the new academic year along with members of the Lorenden Governing Committee and the Head. Please do try to attend as it gets the year off to a mutually supportive start and is an opportunity for you to hear the expectations in a new year group.

#### **CALENDAR**

At the beginning of every term all parents are advised to familiarise themselves with the calendar published on the website. We do try not to make changes but, especially for sports fixtures, they are sometimes necessary, so please do revisit from time to time.

#### **NEWSLETTER**

The newsletter contains information about current events, visits, reports and other notices. It is emailed weekly and also published on the website. A hard copy can be found on the Notice board outside the School Office.

#### **CURRICULUM LETTERS**

Your child's teacher will send you a curriculum letter, at the beginning of each term, containing information about what your child will be learning, how you may like to help, outings and general expectations. Always feel free to question anything that you don't understand.

#### **WEBSITE**

As well as the calendar, you will also find the most important school policies here and an overview of the curriculum on the site. The Twitter feed and Facebook link are also on our website.

#### **TWITTER**

Please follow us @LorendenSchool to get regular tweets from in classrooms, matches and trips as well as helpful updates on timings of children returning to school from events, if there is a delay.

#### **HOMEWORK BOOK / READING DIARY / CONTACT BOOK**

Every child has a Homework/Reading Diary/Contact Book, appropriate to their class which can be used to keep the school and parents in touch with each other.

#### **PUPIL USE OF PHONES**

Children are never denied the use of a telephone unless it is for an unrealistic reason (eg to bring in a violin five minutes before their lesson!). They may use the Head's or Secretary's phone but may not bring their own mobile phone to school.

#### **CHANGE OF PERSONAL CIRCUMSTANCES**

Parents are asked to notify Mrs Sheaves, the School Secretary immediately of any change in personal circumstances, address, telephone number or emergency contact number.

**DISTRESSING SITUATIONS AT HOME**

Sometimes a distressing situation arises at home - illness or death of a relative or pet or a family disagreement, for example. A situation like this can have a very real effect on a child coming into school for the day so please do let the Head, School Secretary or your child's class teacher know as soon as you can so that we can help your child find their way through what is troubling them. Even seemingly small things can unsettle children - a lost toy, a disagreement with a sibling - so a quick word with your child's teacher will mean we can help. If there is a situation that you feel your child would like to see a counsellor to talk about then we can arrange for them, with your permission, to see a counsellor who works with us.



